

## STUDENT SERVICES & AMENITIES FEE ADMINISTRATION POLICY

<b>Policy Number:</b>	TLR 3.19
<b>Name of Policy:</b>	Student Services & Amenities Fee Administration Policy (Issue Two)
<b>Applicability:</b>	All Bond Clubs and Societies, Admissions, SBC and Sports staff
<b>Policy Owner:</b>	University Registrar
<b>Contact Person:</b>	University Registrar
<b>Policy Status:</b>	Approved Policy
<b>Date of approval:</b>	12 February 2019
<b>Date last amended:</b>	24 July 2019
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<b>Date of last reviewed:</b>	
<b>Date of next review:</b>	24 July 2022
<b>Related policies:</b>	<a href="#">Higher Education Legislation Amendment (Student Services and Amenities) Act 2011</a> Schedule 1 - Student services and amenities

### 1. OVERVIEW

Ministerial Guidelines were issued to regulate the use of funds collected as Student Services and Amenities Fees in accordance with the provisions of the *Higher Education Legislation Amendment (Student Services and Amenities) Act 2011*. At Bond these fees, which are payable by all students, except those exempted specifically by the University, are collected at the beginning of each semester. The fees collected are then made available to BUSA for allocation to the clubs and societies which operate under its aegis, Bond University College and the Sports Centre, in accordance with the provisions of the Funding chapter in [The Guide for Clubs Societies and FSA's](#).

### 2. THE POLICY

The allocation of funds is determined via an allocation formula which determines the amounts available to BUSA, Sport Centre and BUC each semester. The allocation formula and process are oversighted by a Student Activities Fees Committee (SAF Committee) (refer to Schedule 1).

### 3. DEFINITIONS

<b>BUC</b>	Bond University College
<b>BUSA</b>	Bond University Students Association
<b>Events</b>	Bond University Events Centre
<b>Exempt Programs</b>	Programs for which enrolment does not entail payment of Activities Fees. Generally, those programs which are not delivered on campus or for which time spent on campus is very limited. (NB enrolled students in exempt programs may pay a semester Activities Fee if they wish to access facilities like the Sports Centre, for example.
<b>Sports Centre</b>	Bond University Sports Centre
<b>Program</b>	Course of Study leading to a Bond University award
<b>SAF</b>	Student Activities Fee (Bond descriptor), Commonwealth legislation describes the fee as the Student Services & Amenities Fee.
<b>SAF Committee</b>	Formerly constituted committee of the University Management Committee that meets at the beginning of each semester. The Committee is responsible for all administration functions of the Student Activities Fee.
<b>Student</b>	A person who is enrolled in one or more subjects or a research program offered by the University.

#### **4. RELATED PROCEDURES, GUIDELINES AND FORMS**

Student Activities Fees Operational Guidelines (draft)

Schedule 1: Student Activities Fees Committee Terms of Reference

##### **4.1. Student Activities Fee Setting and Collection Procedures**

Student Activities Fees are billed to students as part of their enrolment process each semester. Fees are set during the third semester of each year for the following year once the Commonwealth has advised what the maximum fee chargeable will be for the following year.

The proposed SAF amounts payable by students who are enrolled full-time and those who are enrolled part-time, are discussed annually, usually in semester 2 when the annual fee adjustment is advised by the Commonwealth, with the BUSA President and if there is agreement, the proposed fees for the following calendar year are then submitted to the University Management Committee (UMC) for approval. The fees applicable for the 2019 calendar year are set out in [Appendix A](#).

Certain programs are identified as being exempt from SAF payment for those students who are enrolled in them. These determinations are made by the SAF Committee and are reviewed annually. A list of current exempt programs is published in [Appendix A](#).

##### **4.2. Authority to Waive SAF**

Individual students may seek to have the SAF waived by making a submission to the University Registrar or the Director, Student & Academic Services.

##### **4.3. Fee Disbursement Principles**

At the beginning of each semester an estimated amount is distributed by the Student Events Officer, in consultation with the Office of Financial Services and the Student Activities Fees Committee to the predetermined recipients. The estimated amount is based on past semester and future semester data collected and is reviewed annually in Semester 1, in accordance with the prior year actual results and the forthcoming year anticipated incoming funds in line with enrolment projections.

The amount distributed is allocated between BUSA, to support the activities of affiliated clubs, societies and associations; Bond University Sport; and Bond University College.

Any surplus or deficit variation in the distributed amount is retained in the main Activity Ledger cost centre (pool) for the calendar year, and any surplus is transferred to the Capital Reserve Fund cost centre for BUSA to allocate to required capital works projects in the following calendar year. The amount transferable at the end of the three semesters should never result in a deficit with provision for a sufficient surplus in estimates to ensure that a positive balance is maintained.

The Office of Financial Services, in consultation with the Student Events Officer, calculates and advises the Student Activities Fees Committee of the actual amount of incoming funds for that semester via financial reports presented at the Activity Fee Meeting in Week 3 or 4 of each semester. The Committee monitors the surplus or deficit each semester during the calendar year to ensure no major variations occur. In Semester 1 of each calendar year, in consultation with the Office of Financial Services, the Committee will adjust the estimated semesterly amount considered appropriate and to ensure a surplus is maintained in the pool fund.

Unspent funds at the end of each semester are returned to the main cost centre pool for inclusion in the calculation process of surplus or deficit funds for the next semester. An estimated portion of funds calculated on past annual averages will be distributed back to BUSA for inclusion in their semesterly allocation distributable to clubs and societies.

BUSA considers applications from its affiliated clubs and societies and, according to its established allocation principles (see Funding chapter in [The Guide for Clubs Societies and FSA's](#)), recommends allocations to those bodies for the semester. BUSA also allocates funding for the running and administration of its central operations, including provision for its own activities in the following BUSA cost centre: Recreation, Education, Administration Sport, Bondstock and Extra Provision.

All funding applications and allocations are documented via a Master Budget which is formatted and controlled by the BUSA Treasurer in consultation with the Student Events Officer.

Bond University Sport will provide to each semesterly meeting of the Committee its advice on how it proposes to allocate the funds made available for sport.

BUC will similarly provide to each semesterly meeting of the Committee its advice on how the funds available for that semester are to be spent.

#### **4.4. Reconciliation and Audit of Accounts**

The Student Events Officer will reconcile expenditure against allocations in consultation with the Office of Financial Services and will determine what unspent funds are available after reconciliation to be returned to the fund pool. The Student Events Officer, in consultation with the Office of Financial Services, will also reconcile and transfer the total surplus amount attained over the previous calendar year (three semesters) to the Capital Reserve Fund following the approval of the SAF in Semester 1.

The Student Events Officer will also consult with the Office of Financial Services to ensure that the SAF accounts are audited for each year, as required under Commonwealth legislation.

**1. 2020 SAF Rates**

Full-time (30 credit points or more in a semester)	\$102.00
Part-time (less than 30 credit points in a semester)	\$ 77.00

**2. Exempt Programs in 2020**

Doctor of Philosophy (by Published Work) (Business)	BN	Active	Doctorate Pub Work
Doctor of Philosophy (Business)	BN	Active	Doctorate Research
Master of Philosophy (Business)	BN	Active	Master Research
Executive Master of Business Administration	BN	Active	Masters Coursework
Bond University - BBT Global Leadership MBA (BN-13124)	BN	Active	Masters Coursework
Bond University - BBT Global Leadership MBA (BN-13028)	BN	Active	Masters Coursework
Graduate Certificate in Global Leadership	BN	Active	Postgraduate Certificate
Executive Graduate Certificate in Leadership	BN	Active	Postgraduate Certificate
Executive Graduate Certificate in Business Administration	BN	Active	Postgraduate Certificate
Bond-BBT Global Leadership MBA (MBA Challenge non-award)	BN	Active	Non-degree
Audit enrolment	BU	Active	Non-assessed
Student for a Semester Program	BU	Active	Non-degree
Doctor of Philosophy - (by Published Work) (School of Health Sciences)	HL	Active	Doctorate by Published Work
Doctor of Philosophy (Faculty of Health Sciences and Medicine)	HL	Active	Doctorate by Research
Master of Philosophy (Faculty of Health Sciences and Medicine)	HL	Active	Master Research
Master of Science by Research (Health Sciences)	HL	Active	Master Research
Doctor of Philosophy - (by Published Work) (FSD)	FSD	Active	Doctorate by Published Work
Doctor of Philosophy (Faculty of Humanities and Social Sciences)	FSD	Active	Doctorate by Research
Doctor of Philosophy (School of Sustainable Development)	FSD	Active	Doctorate by Research
Doctor of Philosophy (Architecture)	FSD	Active	Doctorate by Research
Master of Arts (by Research)	FSD	Active	Master Research
Master of Philosophy (Faculty of Humanities and Social Sciences)	FSD	Active	Master Research
Master of Philosophy (School of Sustainable Development)	FSD	Active	Master Research
Master of Philosophy (Architecture)	FSD	Active	Master Research
Master of Arts (TESOL) (online)	FSD	Active	Masters Coursework
Graduate Certificate in TESOL (Online)	FSD	Active	Postgraduate Certificate
Doctor of Philosophy - (by Published Work) (Faculty of Law)	LA	Active	Doctorate by Published Work
Doctor of Philosophy (Faculty of Law)	LA	Active	Doctorate by Research
Doctor of Legal Science (Research)	LA	Active	Doctorate by Research
Master of Laws (by Research)	LA	Active	Master Research
Master of Laws (External)	LA	Active	Masters Coursework
Graduate Diploma in Legal Practice (ONLINE)	LA	Active	Postgraduate Diploma

**STUDENT ACTIVITIES FEES COMMITTEE MEMBERSHIP**

Interim Registrar – Chair  
Director of Bond University College (or delegate)  
BUSA President  
BUSA Treasurer  
BUSA Secretary  
Student Events Officer – Secretary  
Club Sports Coordinator  
Sport Centre Manager  
Professional Staff delegate